



EXECUTIVE COMMITTEE AGENDA

DATE: Wednesday, February 11, 2009

TIME: 3:00 P.M. – 5:00 P.M.

PLACE: State Council Headquarters Office
1507 21st Street, Suite 210
Sacramento, CA 95811

PHONE: Council Phone (916) 322-8481

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- Items may be taken out of order to ensure appropriate flow of the meeting.

Agenda

1. CALL TO ORDER: (Martens)

2. ESTABLISHMENT OF A QUORUM AND INTRODUCTIONS: (Martens)

3. PUBLIC COMMENTS: (Martens)

[This section is for members of the public only; and is to provide the public an opportunity to comment and/or present information to the Committee on any matter that is not on the agenda. Each public member will be afforded up to three minutes to speak. Written requests, if any, will be considered first under this section. Additionally, the Committee will provide a public comment period not to exceed 5 minutes total for all public comments prior to Committee action on each agenda item.]

4. ACTION/DISCUSSION ITEMS:

A. COMMITTEE CHAIR'S REPORT (Martens)

B. EXECUTIVE DIRECTOR'S REPORT (Kerzin)

C. MEETING MINUTES FROM DECEMBER 2008 (Martens/Hannibal)

D. COUNCIL AGENDA FOR MARCH (Martens/Kerzin)

E. 2009 MEETING CALENDAR UPDATE (Martens/Good)

- F. ADMINISTRATIVE COMMITTEE REPORT** (Dove/Hoirup)
- G. LEGISLATIVE COMMITTEE UPDATE** (Knott/Hargrove)
- H. STRATEGIC PLAN SUBCOMMITTEE UPDATE** (Raynor/Januse)
- I. SPONSORSHIP REQUESTS** (Standing Item) (Januse)
- J. WAIVER REQUESTS** (Standing Item) (Barnes)
- K. COUNCIL STAFF VACANCY REPORT** (Standing Item) (Hoirup)
- L. BOARD GOVERNANCE** (Standing Item) (Martens/Good)

5. ADJOURNMENT

The next Executive Committee meeting will be on **Wednesday, April 22, 2009** from **1:00 p.m. – 3:00 p.m.**

EXECUTIVE COMMITTEE MINUTES

December 10, 2008

COMMITTEE ATTENDEES:

Marcia Good (Council Chair)
Sascha Bittner (Chair Emeritus)
Olivia Raynor, Ph.D. (Strategic Planning Subcommittee Chair)
Shirley Dove (Administrative Committee Chair)
Steve Silvius (Council Member)
Brad Putz (Council Member)

STAFF ATTENDEES:

Laurie Hoirup
Alan Kerzin
Michael Januse
Diana Ramirez
Kathy Barnes
Natalie Hannibal

ABSENT MEMBERS:

Ted Martens (Committee Chair and Council Vice Chair), Randi Knott (Legislative Committee Chair), Jim Alves (Council Member – Agency Representative), Lisa Cooley (Council Member)

VISITORS:

Roberta Newton

1. CALL TO ORDER:

1:10pm.

2. ESTABLISHMENT OF A QUORUM AND INTRODUCTIONS:

Quorum established 45 minutes after the meeting.

3. PUBLIC COMMENTS:

No comments by the public

4. ACTION/DISCUSSION ITEMS:

A. COMMITTEE CHAIR'S REPORT

In Chair Martens' absence, Council Chair Good gave the committee report on his behalf. She opened with remarks about the tough budgetary times and stated that with tough options ahead, we would all have to do the best with what we have on behalf of persons with developmental disabilities. She closed her remarks by requesting that all chairs go to their committees and solicit which members want to be on what committee for 2009 and then she moved on with an overview of the agenda requesting Executive Director (ED) Kerzin to begin his report.

B. EXECUTIVE DIRECTOR'S REPORT

(Kerzin)

ED Kerzin highlighted the budget issues, statewide activities and Policy and Planning workshop. He discussed intently the budgetary numbers both on a state and federal level. He made clear statements about the salary savings that the Council will have to implement as mandated by the State and gave examples of how that would work out and possible options of where monies could be allocated from different variables in the SCDD budget. He discussed with the Committee a handout which outlined the Governor's budget impacts.

ED Kerzin continued his report and gave comments about the letter sent by the SCDD expressing the views of the Council which was sent to all incumbents and the current State Administration. The contents of the letter focused on health, safety and community integration for persons with developmental disabilities. He finalized his comments by answering questions on the status of SB1270, AB2424 and new legislation being proposed in lieu of AB2424 and gave complimentary comments regarding the prolific efforts of staff; Laurie Hoirup, Chief Deputy Director (CDD), Michael Januse, Deputy Director (DD), and Kathy Barnes, Deputy Director (DD).

C. MEETING MINUTES FROM OCTOBER 2008 (Martens/Hannibal)

Bittner/ Putz: Minutes accepted with one change that Strategic Planning Subcommittee Chair Raynor would be willing to chair the subcommittee until further notice. Motion carried, no abstentions.

D. NOVEMBER COUNCIL MEETING FOLLOW-UP/AGENDA FOR JANUARY

ED Kerzin updated the Committee on the November requests by the Council stating the conflict of interest statement would be finalized by staff Council Melissa Corral which would be sent out to the Administrative Committee for review. The Grants Cycle 32 has begun with a request for proposals and concept papers to be sent out by Friday, December 12, 2008.

The January Council meeting agenda was planned as follows:

1st day – The meeting would begin in the afternoon on January 13th with regular standing business items.

2nd day – The meeting would begin at 9:00am requesting the Agency Representatives on the Council to present their budget reports. The Council would consider how to continue with the Governor's current budget cuts and the Agency Representatives would act as a panel discussing the Council's roll with the State Budget proposals.

The Pre-Council Preparation meeting was cancelled on January 12th, due to budgetary costs.

E. 2009 COUNCIL/COMMITTEE MEETING CALENDAR

Council Chair Good discussed and set the Executive Committee meeting dates for the 2009 calendar year. Staff requested to send the updated Draft calendar to all Council members in the next Council packet.

F. ADMINISTRATIVE COMMITTEE REPORT (Dove/Hoirup)

Administrative Chair Shirley Dove expressed deep concern about the budget and stated that the Administrative Committee was recommending putting together a small budget workgroup to come up with best solutions to maintain an active Council. She stated that this workgroup would focus on cost savings. The Executive Committee gave their suggestions on cost saving ideas as follows:

- Hold Committee meetings at Area Boards by teleconference with public notification in accordance with Bagley-Keene (subject to consulting staff Council Corral) which would be inclusive to the Area Board Executive Directors.
- To accept the "Go Green" idea to save postage costs as recommended by the Administrative Committee.

The Executive Committee agreed to move forward the idea to recommend to Council about the "Go Green" idea from staff for their approval.

The Grant Conflict of Interest policy and the Council Budget Report were discussed in the Executive Director's Report.

G. LEGISLATIVE COMMITTEE UPDATE

(Knott/Hargrove)

Most of the Legislative Committee Report items were discussed during Executive Director Kerzin's report. However, Legislative Committee Chair, Randi Knott, stated that they would be looking at Protection and Advocacy's processes and best practices. She finalized her comments by stating, that last legislative year cycle we followed 50 bills. But, in order to be effective the Council should not endeavor to do any more than that number.

H. STRATEGIC PLAN SUBCOMMITTEE UPDATE (Januse)

Strategic Planning Subcommittee Chair, Olivia Raynor, Ph.D., began her report by commenting the Subcommittee was moving toward the next phase after a very successful planning meeting in which the subcommittee had gathered a lot of very important issues. Subcommittee Chair Raynor gave high compliments to Council staff Diana Ramirez for shaping a Strategic Plan document based on the input received while folding in the state plan objectives. She further stated that the next phase for their upcoming meeting on January 7, 2009 would go before the Council with a recommendation in terms of a revised plan. Subcommittee Chair Raynor thanked staff and ED Kerzin stating the Subcommittee will have something very productive to put before the Council.

I. AD HOC COMMITTEE

(Januse)

The Proposal to spend monies to have consultants come in and train staff and was recommended by Ad-Hoc Committee Chair Sascha Bittner. She stated that the consultants would come and do the training for staff in the Spring and had agreed to hold their invoice until the beginning of fiscal year 2009/2010. She further stated that the main reason to have the Ad-hoc Committee and the State Council is to support people with developmental Disabilities. The Ad-Hoc Committee's goal is to lead the way creating a manual with consumer friendly based literature and toolkit which would be made readily available on the SCDD website. She finalized her comments by saying that the Ad-Hoc Committee would have their next meeting in May 2009 and thanked the Council and Executive Committee for the chance to serve on the Council these many years.

Bittner/Cooley: Authority given to retain consultants under the amount of \$10,000 to have a "Train the Trainers" session for staff. Consultant's fees to be paid out of the 2009/2010 fiscal year budget. Motion carried no abstentions.

J. ARCA CO-Sponsorship:

Bittner/ Putz: Send \$999 sponsorship to ARCA for New Day Conference monies earmarked for consumer participation. Motion carried no abstentions.

K. SPONSORSHIP REQUESTS (Standing Item) (Januse)

No additional sponsorship requests were given. However it was suggested by the Executive Committee that staff retrieve feedback from those parties who have been given

sponsorships in the past. DD Januse stated that staff would ask for supplemental literature as well as all attending conferences to come and present to the Council the impact those conferences had on the person sponsored.

L. WAIVER REQUESTS (Standing Item) (Barnes)

DD Barnes stated that there were no waiver requests.

M. COUNCIL STAFF VACANCY REPORT (Standing Item) (Hoirup)

Previously discussed in the ED report as a part of the budget discussion.

N. BOARD GOVERNANCE (Standing Item) (Martens/Good)

Council Chair Good stated that it would be a good idea to have staff train new members. It was recommended to staff that this training be held at the September 2009 Council meeting due to the changeover of Council members terming out and new members incoming. It was suggested to have a "Training Breakfast" prior to the first day of the Council meeting at the meeting location in September.

5. ADJOURNMENT

The next Executive Committee meeting will be on Wednesday, February 11, 2009 from **1:00 p.m. – 3:00 p.m.**

Meeting adjourned at 2:50pm.



**Detail Sheet for:
Council Agenda for March**

What is this agenda item about?

The Executive Committee is charged with planning and identifying items for the agenda for the upcoming council meetings. This item is to highlight the items already brought to the attention of the Executive Director for further discussion.

What has the Council done about this so far?

The Executive Committee already does this on a bi-monthly basis.

What needs to be decided at this meeting?

The Executive Committee needs to decide which items listed below are those they want to include:

- Administrative Committee recommendations - How much federal money will be reallocated from Grants to Area Boards.
- Program Development Committee Recommendations - Grant priorities if funding is decreased.
- Strategic Plan Subcommittee Recommendations - updating the Strategic Plan.
- Legislative Committee Recommendations - Requesting the Council to ratify positions on new legislation and budget.
- Possible testimony from two carve out grants; People First & Partners in Policy.
- Consumer Advisory Council (CAC) - More visibility.
- Consumer Voice Budget Summit.
- D.D.S. Funding Issues.
- March 2010 joint meeting with State Independent Living Council (SILC).
- Website Updates.
- Closed Session for hiring Area Board Executive Directors.

What is the Committee or Staff recommendation?

Staff recommends that the Executive Committee discuss and consider these items for the Council March agenda

Are there attachments?

No



**Detail Sheet for:
Legislative Committee Report**

What is this agenda item about?

The Executive Committee will hear an update and ratify actions taken by the Legislative Committee at their January 2009 meeting.

What has the Committee/Council done about this so far?

The Committee/Council regularly hears a report of Legislative Committee activities and ratifies actions taken as needed.

What needs to be decided at this meeting?

The Committee will vote to change the name of the Legislative Committee to the "Legislative and Policy Committee".

What is the committee or staff recommendation?

Staff recommends that the Committee support the recommendation of the Legislative Committee to change its name the "Legislative and Policy Committee".

Are there attachments?

No.

2008 Activities of Delia Soto, OAFN

Emergency Preparedness

Presented at First Annual Emergency Preparedness Fair in Area Board 2 (Redding). Over 280 participants with developmental disabilities and their families attended. Each participant received instructions with a specific form to complete with emergency preparedness contact information and emergency supplies, as well as two pamphlets describing "how to" in the event of wildfires and other disasters. The event was in conjunction with the Independent Living Skills Transition Inc., American Red Cross and 30 other public, private and state agencies.

Along with the Department of Social Services, Emergency Medical Services Authority (EMSA), OES (CalEma), UCLA's Center for Public Health and Disasters, and Department of Developmental Services, we are doing the following: creating standard operating procedures for evacuation and sheltering in place to all child care providers, licensed child care and out-of-home placement facilities. There are more than a million children who would be affected; and, the special needs population would comprise approximately 33,000.

- a. Due to the State's fiscal crisis, we are currently studying funding options (i.e., grants) while we outline the preparedness program.
- b. Once the funding is obtained and the outline is approved, we will be assembling teams who will train the providers across the state.

State Operations Center

During the June 2008 Lightning Fires, I was activated for one week (60 hours) in July at the State Operations Center (SOC), functioning as the Deputy Operations Chief and Mission Coordinator (simultaneously). One of my goals was to ensure that all people with disabilities received emergency information, evacuation assistance, and that shelters were appropriately supplied with special needs cots etc.,. Some of the critical missions that I successfully completed:

- Obtained a donation of over 15,000 N95 masks from Kaiser which were sent to Northern California where the smoke from the dense fires was toxic;
- Two American Red Cross trailers containing essential needs (including special needs cots) were transferred from their base in Oakland to American Red Cross shelters and other shelters that housed people with developmental disabilities;
- Sent special needs cots to a facility that was housing people with developmental disabilities; and,
- Helped with American Sign Language interpreters to press conferences where critical information was being disseminated on a regular basis in affected areas.

During the July 2008 heat emergency (occurring at the same time as the fires above), I mission-tasked:

- American Sign Language interpreters for Governor press conferences in three cities;
- Sent out daily critical warnings to our "Community Network", composed of over 100 people representing organizations that service people with disabilities including developmental disabilities;
- Compiled a list of over 300 cooling centers (i.e., senior centers, libraries) statewide, which was shared throughout the disability community, posted on the OES website, and given to the Governor during a cabinet-wide briefing.

During the November 2008 Southern California Wildland Fires, I was again activated to the SOC over a four-day period to assist specifically with announcements to the Community Network, assisting people who were checking shelters in Orange, San Bernardino and Los Angeles counties shelters, as well as providing ASL interpreters.

Golden Guardian 2008

During the Golden Guardian 2008 exercise (Great Shake Out), which was a simulated 7.5 earthquake in southern California, I was assigned to the SOC as an OAFN representative, helping people with disabilities as well as "train" our collaborator from Independent Living Centers who was sitting at the SOC for the first time.

Community Network

Created a database of contact information throughout the state of organizations that represent people with disabilities. Named the "Community Network", it serves as a point of contact system for CalEma to send alerts

that provides critical information on weather and disaster emergencies. The information is disseminated either by the Warning Center or the OAFN and is sent immediately, usually regarding weather alerts (prolonged freeze and heat) and disasters (fires, earthquakes and floods).

Registry

Compiled incoming data from the registry survey that was created by OAFN and drafted report for Special Advisor.

OAFN Website Pages

Helped to create the OAFN website, which is as accessible as we can make it and provides comprehensive information about emergency preparedness, disasters, community involvement and resources.

Think Tank

The Think Tank members continued to meet through January 2009 (5 times), in Sacramento and Los Angeles. In December, we met via conference call.

Members spent a considerable amount of time assisting the ARC on language related to AB2038, the Crime Victims with Disabilities Act (Lieber) which was successfully navigated through the legislature until it was placed in suspense in Senate Appropriations. As the Think Tank Chair, I helped prepare witnesses who spoke before the respective committees.

The Think Tank grew by several members in 2008, and we invited guests to participate in meetings on a regular basis. Unfortunately, our budget for 2008-2009 was cut by \$20,000 (to \$10,000).

We also worked closely with POST (Commission on Peace Officer Standards and Training) in both a review of AB2038 and providing comments on the editing of the module on people with disabilities that is used in basic training.

Currently, the scope of work for the Think Tank in 2009 is to invite subject-matters experts to our meetings so we can continue to “fact find” for a future project; continue to strive to implement the recommendations of the 2001 White Paper on Abuse and Neglect; and, continue to update our two websites. The Think Tank has pages on the OES (CalEma) website as well as an interactive web posting through Google, which allows all members to post documents, send emails and view the toolbox.

Think Tank member Professor Scott Modell starts a five-year project that will be focused in Fresno Unified schools to study sexual assault and molestation in its 75,000 student population. The pilot project will collect data which would result in school mapping to identify unsafe areas. It was agreed that we would wait for initial data from Scott (March 09) before we decide what sort of action to take.

The Think Tank collectively worked on a survey that will gauge the awareness of abuse in people with disabilities. The survey has been crafted by Professor Tom Hanna of Cornell University (Think Tank member) and is ready to be launched in February of 2009.